



ROAD TRAFFIC REGULATION (NORTHERN IRELAND) ORDER 1997 (as amended)

APPLICATION TO HOLD A SPECIAL EVENT ON A PUBLIC ROAD

Please read the following guidance documents before submitting your application.

- *Department for Infrastructure 'Guidance for Promoters of Events'*
- *Attached Council guidance notes on completion of this application form*

ABOUT YOU	
Name of Promoter	
Address of Promoter	
Name of contact (s)	
Position / role of contact	Event Co-ordinator
Confirm if you have authority to act on behalf of the Promoter	Yes
ABOUT THE EVENT	
Name of Event	Richhill Apple Harvest Fayre
Date of event	Saturday 31 st October 2026 (11pm Thursday to 8pm Saturday)
Purpose and nature of event	Community Fayre
Have all other options for holding the event off the public road been explored?	Yes
Is this a 'small event'?	No
Public liability insurance details	Public Liability cover of £10,000,000 for any incident, number of incidents unlimited will be provided. Our insurance will be in place with the National Farmers Union Mutual.
POSSIBLE IMPACT	
1. Name of road (s) on which event is to be held. (Enclose a detailed, marked up location plan to include marshals / stewards & first aid positions)	Irish Street - See attached Diversion Overview map for details of ls / stewards & first aid positions. Diversion signage and marshal locations are shown on the attached Diversion Overview map.
2. Please list all roads to be signed as diversionary routes. (Use separate sheet if necessary)	The diversionary route for all through traffic will be via "New Line " at "Legacorry Road". Local diversions will be in place along Tandragee Street and Irish Street. Pedestrian access will be maintained to all premises

3. Type of restriction (full road closure / lane restriction etc.)	Full Closure with emergency and local access		
4. Date and Start / End times of proposed road restriction	Date: Thursday 29 Oct 26	Start Time: 11pm	End Time: Saturday 31 Oct @ 8pm
5. Name of company undertaking the Traffic Management Plan including a signing schedule?	Lagan Operations		
6. Name of company undertaking signage work for the event (Appendix A)	Lagan Operations		
7. Has this event been held previously?	Yes every year since 2014 apart from 2020		
8. If yes, are the previous arrangements amended in any way? Provide details.	No – the location of the fayre and the proposed road closures are the same as previous years. As per previous years no charge is required for access and local and emergency traffic will be maintained by marshals at the road closure locations.		
9. Please give details of any structure or equipment to be erected on the public road as part of the event	See attached plan (ref Fayre Layout Plan) showing the proposed Marque stage and stall locations. The locations are generally as per the previous fayres.		
10. Provide details of any businesses and residents which may be affected by the event and provide confirmation that they have been contacted	Businesses Tanya's Hairdressing Saloon Groucho's Bar Ye Olde House Bar Community locations Richhill Church of Ireland Residential Areas Accommodation on Irish Street and properties within and accessed from 'The Square' All businesses and residents have been contacted regarding the event.		
11. Is a bus route affected (public and / or Education Authority)	No bus routes are affected.		
12. Will the Council's waste collection service be affected?	No Council Waste collections services will be affected		
13. Please detail the arrangements for cleaning up after the event.	As with previous years the event is managed by a team of volunteers from the local community and the organising committee will be arranging for volunteers to clean up after the event. Some sub-contractors will be involved in the removal of the stage and marquee.		
14. Provide any other information that may assist with processing your request	In addition to the location maps please also find attached		

	The event management plan
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DECLARATIONS

- I confirm that I have read the Department for Infrastructure 'Special Events on Roads - Guidance for Promoters of Events' and understand that the Council may apply all or any of the conditions as it deems necessary.
- I also understand that the Council may request any further information that it considers necessary to process this application and that my application may not proceed if I fail to produce this additional information.
- I acknowledge that Armagh City, Banbridge and Craigavon Borough Council is the data controller and data processor under General Data Protection Regulation (GDPR). The Council is collecting this personal information to assist the Environmental Health Department to carry out its statutory duties. The personal data may be shared internally with the Council with staff who are involved in providing this service and where necessary, between internal departments with the purpose of supporting an effective delivery of service. Information collected will only be shared with other Statutory Agencies for lawful purposes or to fulfil statutory obligations. The information you provide will be held securely and in accordance with the Council's Retention and Disposal Schedule. We would like you to be aware that for statutory legislation, this information may need to be on a register to which others can have access to by request. Further information can be viewed at <https://www.armaghbanbridgecraigavon.gov.uk> or obtained from the Senior Records Officer at the Council.
- I understand I will be required to provide appropriate Public Liability insurance cover for this event.
- I confirm that I have consulted with local residents, businesses and relevant service providers that may be affected by the holding of this event.
- I can confirm the details provided in this application are true and correct.

Signature of applicant _____ (on behalf of the Promoter)

Date of application _____

Checklist:	Yes
Application fee - £293 *	Y
Location plan / map showing marshals / stewards & first aid positions	Y
Traffic Management Plan including Signing Schedule	Y
Proof of Company's Competency to produce a Traffic Management Plan (e.g. Lantra sector 12 D (M7) or equivalent)	Y
Details of Consultees and feedback received (bus providers, residents, businesses)	Y

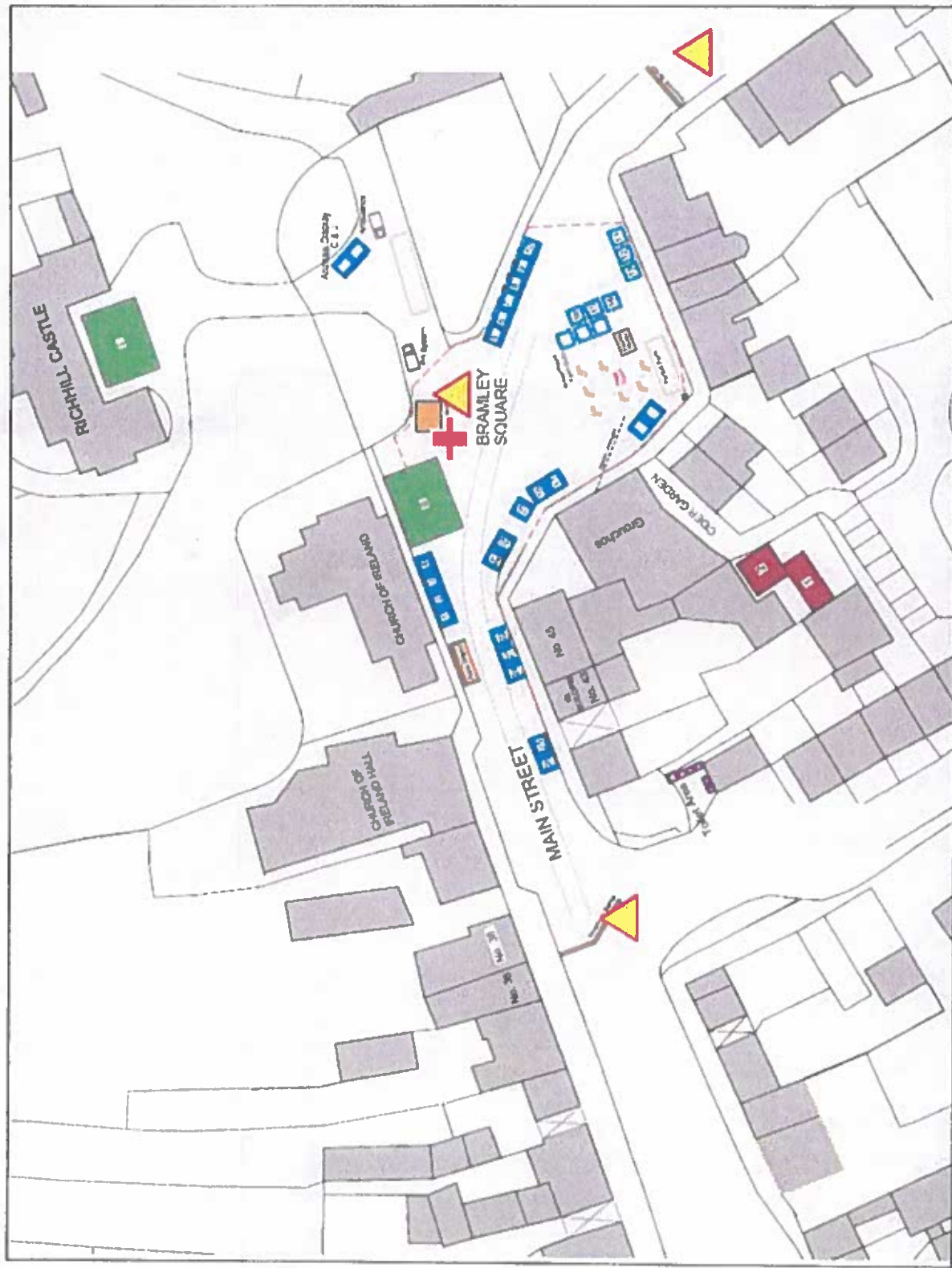
* Please refer to relevant point in attached guidance notes regarding small events

Please return the completed application form, accompanying documents and fee to:

Environmental Health Dept Old Armagh City Hospital 39 Abbey Street Armagh BT61 7DY	Environmental Health Dept Civic Building, Downshire Road, Banbridge, BT32 3JY	Environmental Health Dept Civic & Conference Centre, PO Box 66, Lakeview Road, Craigavon, BT64 1AL
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T: 0330 0561 011 E: ehealth@armaghbanbridgecraigavon.gov.uk

www.armaghbanbridgecraigavon.gov.uk



- Stage / Marquee
- Stall Location
- Exhibit
- Stall
- First Aid Location
- Marshall Location

Richhill Apple Fayre – Fayre layout Plan

Not to Scale @ A3



Armagh City
Banbridge
& Craigavon
Borough Council

Public Notice

ROAD TRAFFIC REGULATION (NORTHERN IRELAND) ORDER 1997 NOTICE OF PROPOSED SPECIAL EVENT

Armagh City Banbridge and Craigavon Borough Council has received an application from Mr Paul Andrews that he wishes to hold Richhill Apple Harvest Fayre on Main Street, Richhill from Thursday 29 October 2026 to Saturday 31 October 2026

By virtue of the powers conferred on it by Article 8A of and Schedule 3A to the Road Traffic Regulation (Northern Ireland) Order 1997 the Council gives notice that it is minded to make an Order to temporarily restrict or prohibit traffic from using Main Street, Richhill from its junction with Legacorry Park to its junction with Tandragee Street on Thursday 29 October 2026 from 11:00 pm to Saturday 31 October 2026 at 8:00 pm.

A diversion route will be signposted via New Line, Legacorry Road, Tandragee Street and Irish Street, Richhill.

Copies of the application may be inspected free of charge at the Environmental Health Office, The Old Armagh City Hospital, 39 Abbey Street, Armagh, BT61 7DY or viewed online at www.armaghbanbridgecraigavon.gov.uk

Persons wishing to make representations to the Council regarding the proposal may make representations in writing at the address below by 5pm on Friday 16 October 2026, representations received after this will not be considered.

The Chief Executive
The Old Armagh City Hospital
39 Abbey Street
Armagh
BT61 7DY

